

TAX AUDIT SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, direct, and supervise the activities of the tax audit section to promote compliance with the City Tax Code through quality, cost-effective audit services to taxpayers and businesses operating in the City of Tempe; to represent the City of Tempe on the Unified Audit Committee, the Municipal Tax Code Commission, and various interjurisdictional boards and commissions as well as the City Council and citizen committees; and to ensure that all audit assessments issued are in compliance with applicable laws and regulations and to defend such assessments in administrative appeal proceedings.

Supervision Received and Exercised:

Receives direction from the Budget Manager or from other supervisory or management staff.

Exercises direct supervision over lower level professional and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Direct and supervise the activities of professional auditors; develop unit goals and work plans to achieve those goals; and monitor activities of the auditors to ensure achievement of goals;
- Review all audit work to ensure that procedures employed are appropriate to the
 circumstances and that audits are completed in accordance with generally
 accepted auditing standards, established MJAC procedures, and generally
 accepted accounting principles, as applicable to privilege tax audits; and provide
 a technical resource to auditors on matters that are complex or technical in
 nature or that involve the exercise of considerable judgment;
- Ensure all audit assessments are in compliance with applicable laws and regulations (State statute, model city tax code, and City of Tempe tax code) and relevant case law; review and sign all audit assessments as issuer;

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Tax Audit Supervisor (continued)

- Maintain contact as necessary with taxpayer senior management to resolve or minimize areas of disagreement or controversy;
- Prepare legal briefs/memoranda in response to protested assessments for submission to the Municipal Tax Hearing Officer; and work with the City Attorney to defend protested assessments before the MTHO and in subsequent legal proceedings;
- Represent the City at the Unified Audit Committee and before other interjurisdictional commissions and industry groups involved in tax matters, such as the League of Arizona Cities and Towns, the Municipal Tax Code Commission, and the Arizona Tax Research Association;
- Prepare formal interpretations of the Model City Tax Code on matters of significance to Tempe taxpayers for publication by the UAC Rulings Subcommittee; chair/participate in committee meetings; respond as requested to Council Communicator or other citizen inquiries on matters pertaining to privilege taxes;
- Monitor proposed legislation and inform management of matters of significance; evaluate the impact of proposed legislation to the City; and participate in the UAC Legislative Affairs Subcommittee;
- Represent the division, as requested, before the City Council and other citizen boards/commissions on matters related to privilege taxes; prepare draft ordinances and related staff summary reports in support of tax code changes for action by the City Council;
- Supervise the preparation of monthly statistical reports to management and others, ensuring that the reports are accurate and timely; supervise/prepare reconciliations of various general ledger accounts to the monthly statistical report and/or system reports:
- Implement procedures to provide for the accurate and timely payment of privilege tax rebates in accordance with the provisions of established development agreements; and review and approve all rebate calculations and check requests;
- Provide feedback and counsel to staff regarding performance and continued professional development; and participate in the selection of staff;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

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Tax Audit Supervisor (continued)

A minimum of five years of increasingly responsible experience in accounting or auditing, including work in a professional auditing practice (CPA or other public accounting firm) or a municipal or governmental agency. Two years of supervisory experience is also required.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or auditing or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

- Lift heavy objects up to 30 lbs.
- Operate city vehicles (auto or truck)
- Work in a stationary position for considerable periods of time
- Operates computers, calculators and other office machines
- Considerable reading and close vision work
- May require working extended hours
- May work alone for extended periods of time

Competencies:

(Pending)

Job Code: 362

Status: FLSA Exempt / Classified